

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**

**Health Regulation Administration**



**INFORMATION AND INSTRUCTIONS FOR APPLICATION TO PRACTICE  
PHARMACY**

Please forward all correspondence to the following address unless otherwise specified:

**Department of Health  
Office of Professional Licensing/DC Board of Pharmacy  
64 New York Ave., NE  
1<sup>st</sup> Floor  
Washington, DC 20002**

Board staff can be reached at (202)-442-9200. The office is open Monday through Wednesday from 9:00am to 4:00pm

**I. GENERAL REQUIREMENTS FOR ALL APPLICANTS**

1. Applicant must be of good moral character;
2. Applicant must be at least 18 years of age;
3. Applicant must submit the following:
  - (a) A complete and notarized application;
  - (b) NABP Official Application (Reciprocal Applicants);
  - (c) A "Clean Hands" form;
  - (d) Two (2) recent passport type photographs;
  - (e) Internship/Clock Hours (Examination Applicants);
  - (f) Official Transcripts showing date of graduation ( Examination Applicants);
  - (g) Foreign Pharmacist Graduate Examination Certificate (Foreign Applicants);

**II. SCORE TRANSFER APPLICANTS**

Score Transfer allows you the opportunity to transfer the score from your NAPLEX to the District of Columbia. Applicants must complete all examination Requirements, including any locally administered examinations.

**III. INTERNSHIP HOURS**

All candidates for the examination must submit with their applications proof of earning 1500 hours of approved internship.

#### **IV. REQUEST FOR SPECIAL TESTING ACCOMMODATIONS**

The National Association of Board of Pharmacy (NABP) and the D.C. Board of Pharmacy abides by ADA guidelines relating to special testing accommodations of disabled applicants. They will evaluate special accommodation requests in consultation with NABP.

#### **APPLICATION REQUIREMENTS**

- V.** Applicants that are taking the NAPLEX or MPJE need to submit their information directly to NABP with the appropriate exam fees.
- VI.** Score Transfer: If you are having your NAPLEX scores transferred to the District of Columbia, you must submit one check made payable to PROMISSOR in the Amount of \$215.00 for licensure application and licensure fees.  
All applicants are required to submit an application for licensure.
- VII.** Licensure Transfer/Reciprocity  
An applicant for a license by reciprocity shall furnish proof that the applicant's credentials have been certified by the National Association of Boards of Pharmacy (NABP), by arranging for NABP to review the applicant's application materials and transmit this information to the Board.  
The fees for the NABP credentials are paid directly to NABP.  
All applicants are required to submit an application for licensure  
Applicants are required to have the following information:
- ☐ 1. NABP Official Application for Transfer of Pharmaceutic Licensure
  - ☐ 2. District of Columbia Official Licensure application with supporting documents.

If applicants fail to follow the instructions this will delay the approval process.

#### **BOARD of PHARMACY MEETING**

The Board meets the first Thursday of each month to approve applications.  
Please read the instructions in the NABP bulletin for examination information.

#### **VIII. FEES**

D.C. Application Fee(All Applicants)	\$215.00 Payable to "PROMISSOR"
NAPLEX Examination Fee	360.00 Payable to "NABP"
MPJE Examination Fee	130.00 Payable to "NABP"

#### **NOTE:**

Payments to NABP may not be submitted in the form of a personal check.

The new NAPLEX/MPJE registration bulletins are now available for download at the National Association of Board of Pharmacy (NABP). You may visit its website at: [www.nabp.net](http://www.nabp.net).